

CITY OF MILWAUKIE

CLASSIFICATION: LIBRARY CIRCULATION SUPERVISOR

Department: Library

FLSA Status: Exempt

Pay Grade: 25

Union Representation: Non-Represented

CLASSIFICATION SUMMARY:

Oversee and direct daily library operations. As a member of the library's management team, plan, organize, and direct staff and volunteers related to the circulation services of the library. Responsibilities include establishing and monitoring basic circulation routines, maintenance of financial records, training, and scheduling staff. Represents the library on city, county, and regional committees. This position works under the direct supervision of the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Supervises and provides direction and technical assistance to Circulation staff and volunteers. This includes prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, approving pay rate changes, and providing training and development for staff.
2. Provides input to the Library Director on library policies and procedures affecting operation of the entire library.
3. May serve as the acting Director and provide leadership in their absence.
4. Performs a variety of record keeping functions including submitting employee payroll, maintaining necessary operating records, overseeing in-house library revenue, and monitoring assigned budget.
5. Participates in the library's public relations efforts and may represent the library before citizen groups and organizations.
6. Maintains positive public relations with customers and is responsive to customer needs.
7. Develops safe work habits and contributes to the safety of self, co-workers, and the public.
8. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of libraries and information systems.
- Library collection classification and selection tools and techniques.
- Equipment and facilities required in a comprehensive library system.
- Circulation and automated library systems with an understanding of cataloging.
- Purchasing procedures.

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- Supervisory principles and practices.
- Principles and practices of office management and work organization.

Skills and Abilities to:

- Hire, train and supervise paid staff and volunteers.
- Use computer software systems including creating spreadsheets.
- Communicate effectively.
- Analyze and utilize a variety of reports and records.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Associate degree.
- Two (2) years of experience in library operations.

Licensing/Special Requirements:

- Must be able to pass the City's security clearance standards.
- Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including Microsoft Office.

Supervision:

- This position supervises all paid and volunteer staff working in the circulation department.
- Operates under the general direction and supervision of the Library Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is generally performed in a library or office setting.

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- There is some stooping and reaching involved in shelving materials.
- There is some lifting of up to 40 pounds.
- Evening and weekend hours are required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 11/20/90

Revised: 12/12/95; 02/01/03; 11/30/04; 04/10/18; 8/2021 (new format)